



Web Enabled Safety System



WESS ***Module 3***

Entering **Material** **Factors**



Material Causal Factors

If you have Material Casual Factors involved in your HAZREP, you'll enter them at the Material Factor Data Entry Screens.

This short tutorial shows you how these screens function, and will introduce you to the Recommendation data entry screens.



Some Hyperlinks

Click [here](#) to see how to select your causal factor type

Click [here](#) to learn about entering Component data

Click [here](#) to learn about entering Mode and Agent data

Click [here](#) to learn about entering ALSS causal factor data

Click [here](#) to learn about entering Recommendations

Click [here](#) to learn how to enter CO's Comments

Click [here](#) to learn how to do Report Validation

Or you can just go page-by-page through this module.



Choose Your Factor Flavor

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Event Factors

Human:

- ☐ Aircrew
- ☐ Supervisory Personnel
- ☐ Facilities Supervisory
- ☐ Facilities Non-Supervis
- ☐ Maintenance Supervisory
- ☐ Maintenance Non-Supervisory

Material:

- ☐ Aircraft Systems (Aircraft & Associated Systems & All Stores)
- ☐ Aircrew Equipment (ALSS / Flight Gear, etc.)
- ☐ Support Equipment (GSE, IMRL Gear, Ground Support Vehicles, etc.)
- ☐ Facility Equipment (Includes Runways, Flight Decks & Gear, Catapults, TBDs, etc.)

Not Material or Human:

- ☐ Special Type (See 'Help' for Definition)

* Indicates required field must be entered before moving to next screen

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Choosing a Human factor will take you to the Who/What/Why data entry screens. (see Part 3 of the users guide for this)

Material selections will take you to Component/Mode/Agent entry screens



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Material Factors

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Event Factors

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Human:

- ☐ Aircrew
- ☐ Supervisory Personnel
- ☐ Facilities Supervisory
- ☐ Facilities Non-Supervisory
- ☐ Maintenance Supervisory
- ☐ Maintenance Non-Supervisory

Material:

- ☐ Aircraft Systems (Aircraft & Associated Systems & All Stores)
- ☒ Aircrew Equipment (ALSS / Flight Gear, etc.)
- ☐ Support Equipment (GSE, IMRL Gear, Ground Support Vehicles, etc.)
- ☐ Facility Equipment (Includes Runways, Flight Decks & Gear, Catapults, TBDs, etc.)

Not Material or Human:

- ☐ Special Type (See 'Help' for Definition)

* Indicates required field must be entered before moving to next screen

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Got a Material Factor? Make the appropriate selection and then hit 'Next'

The above selection is for an ALSS factor.



Entering Material Data

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Aircraft Material Component

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After entering your Factor statement, RAC code, and selecting the aircraft involved, you end up here.

Enter the info you have for your Component, then hit 'Next'

Component Involved is ☐ Engine/Prop
☒ Other Aircraft Component

Nomenclature e.g. *Fuel Dump Actuator*
11 characters left

Make/Manufacturer e.g. *Bendix* Model
33 characters left 6 characters left

Serial Number
20 characters left

Manufacturer Part No.
8 characters left

Type Equipment Code
0 characters left

Work Unit Code (WUC) Naval Ammunition Logistics Code (NALC)
2 characters left 4 characters left


If any of this info is not applicable, just enter N/A

* Indicates required field must be entered before moving to next screen

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.



Mode/Agent

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Aircraft Material Component

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Failure or Malfunction MODE *e.g Charred/Burned*

Failure or Malfunction AGENTS(s) *e.g. Rot, friction/abrasion*

* Indicates required field must be entered before moving to next screen

Type in your Mode and Agent, then hit 'Next'

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Amplifying Remarks

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Aircraft Material Component

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Amplifying Remarks (optional)

(Address configuration changes installed and other information deemed pertinent.)

misc comments

* Indicates required field must be entered before moving to next screen

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Make any additional comments you want here, then hit 'Next'



ALSS Factor

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Aviation Life Support Systems and Equipment

[Help](#)General Level Specific Level *** Indicates**

- A/P 28S-24; F18
- A/P 28S-25; A7
- A/P 28S; NO TYPE SPECIFIED
- A/P22P-11
- A/P28S-27
- A/P28S-28
- A/P28S-30
- A/P28S-31
- A/P28S-32
- BA-22; USAF TYPE

before moving to next screen

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For ALSS, you'll see multi-level drop down menus. Make your selection from the General level, and you'll get a corresponding Specific level drop down menu for further amplification.

Hit "Next" to move on to the next screen.



ALSS Material Data

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Aviation Life Support Systems and Equipment

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Equipment Work Unit Code (WUC)

Available? ☒ Yes Worn? ☐ Yes Required? ☐ Yes Needed? ☒ Yes
☐ No ☐ No ☒ No ☐ No

Result? ☒ Caused Injury; Used Properly
☐ Did Not Prevent Injury
☐ Improper Use Caused Injury
☐ Not A Factor In Preventing/Causing Injury
☐ Prevented/Minimized Injury
☐ Unknown

* Indicates required field must be entered before moving to next screen

This is the data you'll need to know to enter the data for an ALSS HAZREP.

When you hit 'Next', you'll be taken to the Problems Involved screen...see the next slide!



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ALSS Problems Involved



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Problems Involved

▶ [Help](#)

LEAKED

Up

Down

Add New Entry

Edit Entry

Delete Entry

This is an Add / Edit / Delete screen. To use this screen:

- To add an entry, select the Add New Entry button
- To edit an entry, select the entry in the box and select the Edit Entry button
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- To move past this screen without an entry, select the Next button

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Here is where you get to describe what your ALSS problem was.

Hit 'Add New Entry' to add a problem.

If you're done, hit 'Next' to move on



What's Your Problem?

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Aviation Life Support Systems and Equipment

[Help](#)

Problem/Condition	Beyond Reach
* Indicates required	<div>Beyond Reach</div> <div>Both Sides Failed To Auto Actuate</div> <div>Burned - Major</div> <div>Burned - Minor</div> <div>Cold Hampered Use</div> <div>Connection/Closure Difficulty</div> <div>Connection/Closure Failure</div> <div>Damaged - Major</div> <div>Damaged - Minor</div> <div>Design Deficiency</div> <div>Destroyed By Extreme Force/Fire</div>

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Somewhere in this drop down list is a likely description of the problem you had with the ALSS. Select one then hit 'Next'



Recommendations

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Recommendations

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[Add New Entry](#)[Edit Entry](#)[Delete Entry](#)

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- To move past this screen without an entry, select the Next button

Here is where you tell the world how you're going to prevent future occurrences of this Hazard.

Hit 'Add New Entry' to start...but you probably knew that already.

You can enter multiple recommendations, too.

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To Whom May We Direct this Recommendation?



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Action Agency Type

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Type of action agency to add

☒ Individual Command

☐ Community of Interest

* Indicates required field must be entered before moving to next screen

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

For each recommendation you're going to make, determine if it's directed at an individual command or a Community of Interest (COI) and make the appropriate selection.

COIs are the WESS version of message traffic CADs



Individual Command choice



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Action Agency Lookup

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UIC (Navy) or **MCC/RUC** (Marine)

If searching via a partial activity name, please follow these search suggestions:

Detachments - Use acronym of activity type (EODMU, FASOTRAGRULANT) or detachment location (Crane, Keflavik, Norfolk)

Ships and Submarines - Omit the preface of USS (RONALD REAGAN, OHIO)

Shore - Use root word of activity (safety, hospital, exchange, base) or activity location

Squadrons - Use "squadron" followed by a space and a number (SQUADRON 85). To further refine your search preface with squadron type (FIGHTER SQUADRON 85, RESCUE SQUADRON 32, etc.)

Reserve Units - Use "RESERVE" to search for all Reserve units. To further refine your search, preface with unit type (NAVAL, MARINE CORPS, NAVAL AIR)

Enter the Unit Code, if known -- OR -- a complete or partial activity name to search.

If your search result is "No Matching UIC Found", go to WESS Help to report a missing or incorrect UIC/MCC/RUC.

UIC or MCC/RUC Number

Activity Name

Search

Note: You must make an entry, press search, and then choose your entry from the selections returned below. Typing entry in the Number or Name field and pressing next will not save your entry.

Select Activity

Reset to no selection

TRAINING AIR WING 6 - N52814

* Indicates required field must be entered before moving to next screen

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

PREVIOUS SECTION OR SCREEN

Next

This screen should be familiar...for individual commands, it defaults to your reporting UIC.



Community of Interest Choice

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Action Agency Community of Interest

[Help](#)

Action Agency COI:

*** Indicates required field**

CAUTION - USER ARROWS MAY CAUSE APPLICATION ERRORS.

Choose your community from the drop down menu

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Recommendation Info



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Recommendations

Help

Action Agency: TRAINING AIR WING 5 **Your Action Agency appears here**

Recommendation Statement
Quick description of your recommendation goes here

Recommendation Status or Action Taken


Recommendation Status
Choose your recommendation status from the menu

* Indicates required
CAUTION - USE OF THIS SYSTEM MAY CAUSE APPLICATION ERRORS.

PREVIOUS SCREEN

Hit 'Next' when you're done with this recommendation.

Recommendations/Factors

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Naval Safety Center

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Select Involved Factors This Recommendation Is For

[Help](#)

☐ aircrew

☐ HAC secured wrong engine

* Indicates required field must be entered before moving to next screen

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Here you can link your Recommendation to the Human/Material factors that you've entered. Click on the box to the left of the factor(s) you want this recommendation to apply to.

Then hit 'Next' to move on...

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You're Almost Done!

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Recommendations

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Brief this HAZREP to all aircrew

[Add New Entry](#)[Edit Entry](#)[Delete Entry](#)

This is an Add / Edit / Delete screen. To use this screen:

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- To delete an entry, select the entry in the box and select the Delete Entry button
- To move past this screen without an entry, select the Next button

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You've survived this far...now hit 'Next' to enter your CO's comments!



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CO's Comments

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Commanding Officer's Comments

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CO's Comments

WE WERE EXTREMELY FORTUNATE THAT THE AIRCRAFT INVOLVED IN THIS INCIDENT WAS SYMMETRICALLY CONFIGURED WITH TWO DROPTANKS. PREVIOUSLY REPORTED INCIDENTS OF ONE MAIN LANDING GEAR UP OR FAILED LANDINGS WITH SINGLE CENTERLINE DROP TANK CONFIGURATIONS HAVE RESULTED IN CLASS A

* Indicates required field must be entered before moving to next screen

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

PREVIOUS SECTION OR SCREEN

Next



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Here is where your CO gets his/her 2 cents' worth. Just like the narrative, you can write as much as you think is necessary.

When you're done, hit "Next" to go to the Data Entry Complete screen.



Data Entry Complete

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WESS Report Data Entry Complete - Thank You

[▶ Help](#)

Thank you for entering this report. Please choose from the links below for your next action. If you wish to retain a copy of your report before it is submitted, print a copy using the GENERATE PDF function. The report will only be available through the report system after submission.

Follow the steps below in sequence or jump to any link within the "Go Anywhere From Here" Section.

STEP 1: [Click here to validate your report](#)

STEP 2: (OPTIONAL) [Build or Edit Chain Of Command](#)

STEP 3: (OPTIONAL) [Build or Edit Community Of Interest](#)

STEP 4: (OPTIONAL) [Build or Edit Aviation Endorsement Chain](#)

STEP 5: Release Or Route Your Report

[Release Report to Safety Center](#)

Go Anywhere
From Here!

[Delete your report](#)

[Generate PDF](#)

[Save as template](#)

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Go ahead and select Step 1 (report validation) to see if WESS thinks it needs more information from you.

* Indicates required field must be entered before moving to next screen



End of Report Validation



Activities

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WESS Report Validation Errors

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The General Information Section must pass validation prior to continuing.

General Information

Aviation Event

If there is abnormal egress or anyone injured in the event, entry of at least one person involved in the hazard is required. Select INVOLVED PERSONS link on MY REPORT navigation tree to reach INVOLVED PEOPLE Add/Edit/Delete screen, then select Add New Entry.

[Injury Narrative is required.](#)

Personnel

Property

EMR

Aircraft

Factors

Validation errors are dependent on field selections you made throughout the HAZREP. If you left a field blank and WESS requires the info (based on your other data entries), you'll get an error message here.

Just click on the blue link to go to the the page that needs repair. When you fix the 'error', hit 'next' on the affected page and you'll automatically return to the validation screen.


* Indicates required field must be entered before moving to next screen

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

[Exit Validation](#)



Submitting Your Hard Work



WESS
Naval Safety Center

Activities

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- My Report**
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 - Shmucately, Joe
 - General Info
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 - Occupational
 - UAV
 - Crew/Pilot
 - Medical
 - Involved Factors
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 - Routing Information
 - Releasing Chain
 - Endorsing Chain
 - Community of Interest
 - Manage My Report
 - Release My Report
 - Delete My Report

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WESS Report Validation Passed - No Errors

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General Information

Personnel

Property

EMR

Aircraft

Factors

When you see this screen, pat yourself on the back! You passed validation!

Now hit 'Exit Validation' to work on submitting your HAZREP.

*** Indicates required field must be entered before moving to next screen**

Exit Validation

For further assistance...

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

WESS Report Data Entry Complete - Thank You

[▶ Help](#)

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STEP 1: [Click here to validate your report](#)

STEP 2: (OPTIONAL) [Build or Edit Chain Of Command](#)

STEP 3: (OPTIONAL) [Build or Edit Community Of Interest](#)

STEP 4: Release Or Route Your Report

[Release Report to Safety Center](#)

Go Anywhere
From Here!

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For instructions on how to create an internal chop chain, external endorsement chain, and entering your Community of Interest, see the Chop/Release users guide, also known as Part 5 of the users guide.



For Human Factors...

- If you want to know the scoop on entering Human Factors, check out Part 3 of the users guide!
- Move on to Part 5, Chopping and Releasing Hazreps if you're done entering Causal Factors